



Event Permit Procedures and Guidelines for the Use of Public Streets/Parks for Athletic Events

Procedures

1. Applicants should pick a venue and date for the event and a potential alternate. Applicants should contact Amy Markle at amarkle@cityofrichfield.org or 612-861-9369 to inquire about date and venue availability. All event requirements should be thoroughly reviewed.
2. Applicants are required to complete all sections of this application completely. If applicants have questions please direct them to Amy Markle.
3. Applicants should submit complete permit applications and fee to:

Wood Lake Nature Center
ATTN: Amy Markle
6710 Lake Shore Drive
Richfield, MN 55423

or scan and email to amarkle@cityofrichfield.org

4. The City of Richfield reserves the right to give priority to returning events for a particular date and venue over new applications for the same date and venue. Returning events must notify the city of intent to return by January 15 for that calendar year.
5. Individuals or organizations requesting to conduct an event on public streets and/or in parks outside of posted rental areas must complete a permit application and remit payment of application fee in the amount of \$250. The permit fee is refundable in full if the permit request is denied.
6. Permit applications must be received at least 60 days from the date of the event. Permit applications submitted in less than 60 days before the date of the event will not be considered. Permit Applications will be reviewed by staff within 14 days of receipt.

Permit Fees

Permit Application Fee	\$250 payable upon submission of application
Park Trail Fee	\$200 for events that use park trails including Veteran's Park
Event Fee	\$2 per registered participant due 30 days after event
Public Safety Personnel	Varies, for events requiring public safety personnel
Shelter Rental	Varies, all events using parks must rent all shelters present at advertised rates.

Permit Guidelines

- The maximum number of permits granted for events on public streets shall not exceed one event per month with no back to back calendar weekends (city events are exempt).
- The maximum number of permits granted for events in parks outside of posted rental areas shall not exceed one event per month with no back to back calendar weekends (city events are exempt).
- Courses for events on public streets can only be used one time per year.
- Event permits on public streets are only issued from May to mid-November.
- Event attendance records are due 7 days after event for invoicing participant fees. Payment is due 30 days from event.
- Individuals or organizations conducting an event on public streets and/or in parks must have in their possession a signed Event Permit for Use of Public Streets and/or Parks during the event.

Event Requirements

- All events on public streets and/or parks must have the ability to pre-register participants. Applicants must show on promotional materials that no event day registrations are accepted.
- Events are restricted to hours of public use for City of Richfield property (sunrise to 10pm for most parks).
- Maximum participant capacity for events on public streets will be considered for each individual event based on location.
- Maximum participant capacity for events in parks outside of posted rental areas will be determined by staff.
- Low-impact routes that stay in parks are encouraged.
- Green practices (recycling and composting) are strongly encouraged.
- The City of Richfield reserves the right to deny permits for future events.
- One (1) portable toilet is required per 125 people.
- Arrangements must be made for parking, waste, and recycling/compost (if needed), and hauling of materials after the event.
- Sufficient staffing and/or volunteers must be provided (minimum of 20).
- No permanent signs and markings can be used during the event including paint.
- Inflatables: no inflatable devices are allowed to be left unattended and must be supervised by an adult (18 years and older) at all time. Event organizers assume all risk and liability for the use of inflatables.
- The City of Richfield is not responsible to provide amenities such as: toilets, sound systems, stages, tables, chairs, tents, garbage, recycling and compost containers.
- No amplified sound before 8am or after 10pm.
- No alcohol is allowed in City of Richfield Parks unless a special-use permit is obtained.
- All event signage must be removed from property within 4 hours of event.
- Portable toilets must be positioned on hard surfaces when available and approved by staff.
- All event tents must be identified on event map with location and size. If stakes are involved the areas must be called into Gopher One and marked for underground lines. You assume responsibility to locate underground lines! We strongly encourage the use of weights to hold down tents when appropriate.
- Events held on public streets and city parks have a 1-day only permit, not back-up dates will be issued, no-refunds will be issued.
- All events are required to recycle all recyclable waste and organize disposal. Sustainable event practices such as composting are strongly encouraged.
- All vehicles must stay on hard surfaces in parks; they should not be parked and driven on park turf unless permission is granted.
- All event notification signs along course routes must be posted 3 days before an event and removed within 4 hours after event occurs.
- "No Parking" signs must be ok'd by the City of Richfield before being posted and be supplied by event organizers. Signs will be attached to lathe.
- If a runners lane is created for a designated course, all cones must be rented by the event organizers.
- No open fires are allowed.

Application Requirements

- The applicant must submit map of proposed route in advance of event date.
- The applicant must submit a map/sketch of the event site (include tent placement).
- The applicant must submit event promotional materials in advance of event date.
- The applicant must submit a transportation plan for participants to get to and from event including parking, carpool, biking and mass transit options.
- Plans for both inclement weather and medical aid must be provided on the permit application.
- Course maps and descriptions must be provided and placement of stop signs and safety cones (if needed).
- A food sales disclosure is required if selling or distributing food at the event.
- Applicant must submit proof of insurance (\$1,000,000 million dollar limit minimum).
- Any tents that will be used at the event must be on event site map with dimensions given.

EVENT APPLICATION FOR USE OF PUBLIC STREETS and PARKS FOR ATHLETIC EVENTS

Permit Fee: \$250 (payable upon submittal of application). This fee is refundable if event application is not approved or is forfeited before final staff review.

Event Type (check all that apply):

- | | | | |
|---|---|---|------------------------------------|
| <input type="checkbox"/> Running | <input type="checkbox"/> Bicycling | <input type="checkbox"/> Walking | <input type="checkbox"/> Strollers |
| <input type="checkbox"/> Bicycling | <input type="checkbox"/> Wheelchairs | <input type="checkbox"/> In-line Skates | |
| <input type="checkbox"/> Motorized (please specify) _____ | <input type="checkbox"/> Other (please specify) _____ | | |

Event Distance (check all that apply)

- ☐ 5K ☐ 10K ☐ 13.1 mi ☐ 26.2 mi ☐ Other (please specify) _____

Event Date(s) _____ Start Time _____ Est. End Time _____

Name of Organization _____

Street Address _____ City/State/Zip _____

Contact Name _____

Home Phone _____ Cell _____ Email _____

Day-of-Event Contact Name _____ Cell _____

Estimated Number of Participants _____ Estimated Number of Volunteers _____

Are there arrangements for:

Parking? ☐ Yes ☐ No If so, where and how many spaces are available?

Restrooms? ☐ Yes ☐ No If so, how many and where? _#_____

Trash Collection ☐ Yes ☐ No If so, where? _____

Recycling Collection ☐ Yes ☐ No If so, where? _____

Do you plan to sell food to participants, spectators and/or volunteers?

☐ Yes ☐ No If so, specify what food will be sold. _____

Do you need public safety officers? ☐ Yes ☐ No If so, how many # _____

EVENT PERMIT FOR USE OF PUBLIC STREETS and PARKS

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Describe your plan for traffic control and participant safety.

Describe your medical plan.

Describe your transportation plan.

Describe your inclement weather plan.

Desired Event Route and Site Map

Sketch route on another page and attach; indicate starting and ending location. Also, attach sketch of event site map including tent placement, portable bathrooms, etc.

Submitting Application

Return completed application and \$250 application fee (payable by cash, check-made out to City of Richfield, or Visa/MC/Discover) to:

Amy Markle
Wood Lake Nature Center
6710 Lake Shore Drive
Richfield, MN 55423
612-861-9369